

**2007 Michigan Envirothon State Competition – May 3 & 4, 2007**  
**\*Volunteer Registration\***

<b>Name:</b>	<b>Phone:</b>	
<b>Affiliation:</b>	<b>E-mail:</b>	
<b>Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Preferred T-shirt Size:</b> Select Size		

**If you have a cellular phone that you are willing to use for communication purposes during the competition, please list it below. If you have a Nextel phone, please also include your Private ID number.**

<b>Cell #:</b>	<b>Nextel Private ID:</b>
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Volunteer positions are available on a first come, first served basis. Please mark three positions you are interested in and put them in numerical order one to three (one being the job you are most interested in and three being the least). Please return to Teresa Salveta as soon as possible, by no later than **Friday, April 20, 2007**.

Please pay close attention to the time requirements for each of the volunteer positions to make sure that you are available during those times. If your time availability does not match up with any of the volunteer opportunities listed below, please list your availability below and we will do our best to find an appropriate volunteer duty for you.

<b><i>Days/Times Available for Volunteering:</i></b>
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Select	<p><b>REGISTRATION &amp; INFORMATION (3 positions available)</b>  <b>KNOWLEDGE:</b> Must be friendly and organized. Some knowledge about Envirothon events will also be helpful.  <b>DUTIES:</b> Follow directions of REGISTRATION LEADER. The registration team will check in the team advisors, guests, and volunteers. They will make sure all paper work is completed for teams and volunteers, and help hand out Envirothon T-shirts. The registration team will also help answer questions and provide information to participants. The registration team will also be responsible for selling Envirothon merchandise.  <b>TIME:</b> Registration Team Members are needed starting Wednesday, May 2, 3:00 PM through Friday, May 4, 12:00 PM.</p>
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Select	<p><b>COMMUNITY SERVICE PROJECT MONITOR (1 position available)</b>  <b>KNOWLEDGE:</b> Must have a good rapport with students.  <b>DUTIES:</b> Assign order of presentations to teams according to the presentation schedule, and maintain the group in an orderly fashion. Make sure teams are ready to start their presentation on time, and help keep teams and judges on schedule throughout the entire day.  <b>TIME:</b> A Project Monitor is needed starting Wednesday, May 2, 5:00 PM through Thursday, May 3, 9:00 PM.</p>
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Select	<p><b>COMMUNITY SERVICE PROJECT A.V. ASSISTANT (1 position available)</b></p> <p><b>KNOWLEDGE:</b> Must have experience and be comfortable with using audio-visual equipment (i.e. microphones, laptops, projectors, DVD, USB drives, software, etc.)</p> <p><b>DUTIES:</b> Assist Envirothon Teams with audio-visual equipment needed for their presentation. Load presentations to the laptop ahead of time when possible. Be available to assist teams if problems arise while they are giving their presentation.</p> <p><b>TIME:</b> A Project AV Assistant is needed starting Wednesday, May 2, 5:00 PM through Thursday, May 3, 9:00 PM.</p>
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Select	<p><b>AUDIO-VISUAL COORDINATOR (1 position available)</b></p> <p><b>KNOWLEDGE:</b> Must have experience and be comfortable with using audio-visual equipment (i.e. microphones, laptops, projectors, DVD, USB drives, software, etc.)</p> <p><b>DUTIES:</b> Assist guest speakers and award presenters with all audio-visual equipment needs. This position may require the completion of some tasks prior to the competition event.</p> <p><b>TIME:</b> An Audio-Visual Coordinator is needed starting Thursday, May 3, 8:00 AM through Friday, May 4, 2:00 PM.</p>
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Select	<p><b>GROUP LEADER (up to 2 leaders per group, 4-6 positions available)</b></p> <p><b>KNOWLEDGE:</b> Enjoy being outdoors, and with high school age students. Understand rules and regulations of the Envirothon competition.</p> <p><b>DUTIES:</b> Lead groups of teams (40-60 students per group) through two testing stations during the competition on Thursday, May 3 and through three testing stations on Friday, May 4. Assure the groups move through the sites on time. Help to maintain student's behavior in a reasonable manner. Help students locate site questions.</p> <p><b>TIME:</b> Volunteer training will be held on Thursday, May 3, from 1:30 to 3:15 PM. Group Leaders will be with their assigned group from 3:15 to 6:00 PM on Thursday. On Friday, May 4, Group Leaders should arrive for breakfast by 7:00 AM, and will be with their assigned group from 8:15 AM until 11:30 AM.</p>
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Select	<p><b>STATION LEADER (up to 2 leaders per station, 4-6 positions available)</b></p> <p><b>KNOWLEDGE:</b> Enjoy being outdoors, and with high school age students. Understand rules and regulations of the Envirothon competition.</p> <p><b>DUTIES:</b> Help Resource Professionals set up station prior to training on Thursday, May 3. Station Leaders are in charge of testing stations and will be responsible for keeping teams and testing on time. Station Leaders are also responsible for letting students have any special prior knowledge necessary concerning questions for that station and for keeping the stations clean.</p> <p><b>TIME:</b> Volunteer training will be held on Thursday, May 3, from 1:30 to 3:15 PM. On Thursday, May 3, Station Leaders will be at their stations from 3:15 to 6:15 PM. On Friday, May 4, Station Leaders should arrive for breakfast by 7:00 AM, and will be at their assigned station from 8:00 AM until 11:30 AM.</p>
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Select	<p><b>TEST RUNNER (1 position available)</b></p> <p><b>KNOWLEDGE:</b> Learn test trail route. This position will require some walking and/or use of personal vehicle.</p> <p><b>DUTIES:</b> Run completed tests from testing sites to the scoring room(s). Other duties may require running snacks and water to the sites.</p> <p><b>TIME:</b> Volunteer training will be held on Thursday, May 3, from 1:30 to 3:15 PM, you will need to learn the testing station route. A Test Runner is needed starting Thursday, May 3, 1:30 PM through Friday, May 4, 11:45 AM.</p>
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Select	<p><b><i>RECREATION COORDINATOR (up to 6 positions available)</i></b></p> <p><b>KNOWLEDGE:</b> Must be organized and may need to help prior to Envirothon.</p> <p><b>DUTIES:</b> Organize and help supervise recreation activities. Recreation activities on-site may be any of the following: technical tree climbing (with Camp Cavell staff), archery (with Camp Cavell staff), basketball, volleyball, indoor board/card games, Frisbees, etc. More details are available from the Envirothon coordinator.</p> <p><b>TIME:</b> Must be available Thursday, May 3, from 6:00 PM to 10:00 PM.</p>
Select	<p><b><i>SCORING ROOM ASSISTANT (up to 2 positions available)</i></b></p> <p><b>KNOWLEDGE:</b> Math skills, test grading experience a bonus. People with any affiliation with a team cannot take this position, i.e. team advisors or relatives of the team members.</p> <p><b>DUTIES:</b> Follow direction of SCORING ROOM LEADER. Help keep the scoring process organized, accurate and on schedule. Double check test scores and community service project scores. Help keep track of scores. Responsibilities may vary subject to need.</p> <p><b>TIME:</b> Must be available and report to the scoring room on Thursday, May 3, at 4:00 PM for training. Scoring will take place on Thursday, May 3 from 4:30 PM until approximately 6:30 PM and continues on Friday, May 4 until approximately 1:00 PM.</p>

Please return this form to the Michigan Envirothon office by no later than **April 20, 2007**.

You may e-mail, mail, or fax this form to:

Teresa Salveta, Michigan Envirothon Coordinator  
Michigan Dept. of Agriculture – ESD  
P.O. Box 30017  
Lansing, MI 48909

E-mail: [salvetat@michigan.gov](mailto:salvetat@michigan.gov)

Phone: (517) 241-7861

Fax : (517) 335-3131 (please include a cover letter with attention to Teresa)

Volunteer Name(s) & Affiliation:
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# Volunteer Meals Registration Form

## 2007 Michigan Envirothon State Competition

Lodging for volunteers is not available at YWCA Camp Cavell. Please see the following page for lodging suggestions in the Lexington area – volunteers are responsible for making their own lodging arrangements. Please sign up for meals that you will be joining us at YWCA Camp Cavell for below.

		Wednesday, May 2 <sup>nd</sup>		Thursday, May 3 <sup>rd</sup>		Friday, May 4 <sup>th</sup>		Total Cost
Breakfast	<b>\$6</b> Per person per meal				Regular		Regular	\$0.00
				Vegetarian**		Vegetarian**		
Lunch	<b>\$7</b> Per person per meal				Regular		Regular	\$0.00
				Vegetarian**		Vegetarian**		
Dinner	<b>\$8</b> Per person per meal		Regular		Regular			\$0.00
		Vegetarian**		Vegetarian**				
PLEASE NOTE: Anyone with special dietary needs must bring their own food and will be able to make storage and preparation arrangements with the Camp Cavell kitchen staff.						<b>GRAND TOTAL</b> For all packages & individual meals		\$0.00

\*\* Vegetarian meals will be prepared and available to those requesting them on this form.

Please return this form to the Michigan Envirothon office by no later than **April 20, 2007**.

Please make checks payable to **Michigan Envirothon**

Mail form & payment to:

Attn: Teresa Salveta, Michigan Envirothon  
Michigan Dept. of Agriculture ESD  
P.O. Box 30017  
Lansing, MI 48909

**IMPORTANT:** Please write “Personal & Confidential” on the outside of your mailing envelope to insure timely delivery of your form & payment.